

*Non-Lead Agency<sup>1</sup> Form 303b Household Hazardous Waste Collection Information For Fiscal Year \_\_\_\_ / \_\_\_\_*

*<sup>1</sup> If your jurisdiction or agency did not have or was not the Lead for an HHW collection program, you will complete the Non-Lead Agency Form 303b*

*Section A. Reporting Requirements:*

*Purpose of Forms 303 a and 303b*

*Each jurisdiction in California is mandated to complete Forms CIWMB 303a or 303b annually, with the amount of household hazardous waste (HHW) collected and its method of management reported on the Form 303a (California Code of Regulations, Title 14, Sections 18751.2). The Forms 303a and 303b specifically fulfill the reporting requirements of the Household Hazardous Waste Element of the California Integrated Waste Management Board's (CIWMB) Countywide Integrated Waste Management Plans. The Forms 303a and 303b are also regulated to satisfy the Department of Toxic Substances (DTSC) directive (Health and Safety Code Section 25218.10) to collaboratively maintain HHW volume totals with the Board for all HHW collection events, facilities, and programs within the State.*

*The completed Form 303a provides the total waste volume amounts collected for all HHW programs (including permanent, temporary, recycle only, mobile, door to door, and any other type of collection program the jurisdiction identifies as part of their HHW collection program) that were sponsored in the previous fiscal year, starting July 1 of the previous year and ending June 30 of the current year. The completed Forms 303a and 303b **must be sent to the DTSC on or before October 1 of each year.***

*Who must fill out the Forms?*

*Each jurisdiction must fill out a Form 303a or 303b. If your jurisdiction or agency **was the Lead** for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a. If your jurisdiction or agency **did not have** a HHW collection program during the previous fiscal year, or you were **not the Lead** for the collection program, you will complete the **Non-Lead Agency Form 303b** to satisfy the regulatory requirements. You may download the complete Lead Agency or Non-Lead Agency forms at <http://www.ciwmb.ca.gov/hhw/Reporting/default.htm> or contact DTSC at (916) 323-9618 to have one sent to you.*

<b>Where do I send my completed Form?</b>					
Completed forms shall be submitted electronically to the DTSC as an email attachment to <b>form303@dtsc.ca.gov</b> . You must first save the completed spreadsheet on your own computer under a new name. Use a name that will uniquely and clearly identify your jurisdiction or agency such as form303sacramento.xls, for example. Then, send the newly named completed spreadsheet as an E-mail attachment to the address above.					
Upon request to the CIWMB, you may be exempted from filing electronically, and instead print out the completed spreadsheet and mail it to:					
Department of Toxic Substances Control (DTSC) Household Hazardous Waste (HHW) Unit - Form 303 P.O. Box 806 Sacramento, CA 95814-0806					
<b>Section <del>G.</del> B. Non-Lead Agency Information:</b>					
<del>Please do not include your contractor's name.</del>					
Name of Public Agency Reporting:					
Jurisdiction/ Agency Sponsoring Program (Who is the Lead <del>for your</del> agency that handles or sponsors your jurisdiction's HHW ?):					
Reporting Agency Mailing Address:					
City:		Zip code:		County:	
HHW Program Manager Reporting Agency Contact for HHW info:				Phone Number::	
Fax Number:		Email Address:			